



# **Handbook For Parents and Guardians 2025-2026**

## Table of Contents

[Uniform and Dress Code Guidelines](#)

[The Academic Program](#)

[Expectations for Student Behavior](#)

[Special Events](#)

[Auxiliary Programs](#)

[Arrival, Dismissal, and School Closings](#)

[Student Health and Safety](#)

[Family Information and Communications](#)

[Whom to Ask](#)

## Welcome!

The opportunity to welcome new and returning students and families makes the start of every school year exciting and special. We can hardly wait to begin!

## Purpose of This Handbook

This Handbook is designed to answer many of the common questions families may have and to provide the rules, regulations, and expectations for the school year. It is important that parents/legal guardians and students familiarize themselves with the contents of the Handbook, abide by the established rules and procedures, and know to whom they can direct questions or concerns. A shared understanding of the expectations for the year among all members of the Green Hedges community—children and families and faculty, staff, and administrators—will help create and maintain a safe, healthy, and joyful environment in which those children can thrive.

Please note that this Handbook is intended to highlight current policies, practices, and procedures. These policies and procedures set forth herein are intended as general guidelines; specific situations may require handling matters differently, depending on the facts and circumstances. It is nearly impossible to address every element of every policy or foresee every possible scenario and outcome. Instead, this Handbook serves as a summary to help guide you and keep your family informed.

From time to time, circumstances may require changes to the policies, practices, and procedures described in this Handbook. **Green Hedges School reserves the right to modify and/or amend the contents of this Handbook at any time during the year, in whole or in part, with or without notice.** The School will make every attempt to give timely notice of substantive policy changes.

Should events beyond the School's reasonable control necessitate a closure, delay, or modification of its educational programs or activities, the family's obligation to the School as outlined in this Handbook, the Enrollment Contract, and/or other School policies, shall continue. The School shall not be held liable for any failure, delay, or modification of its programs or activities. The School reserves the right to make necessary adjustments to the school year, which may include, but are not limited to, extending the school year for a period of time due to a delay, conducting classes virtually, and/or scheduling weekend classes. Events that could lead to such changes include, but are not limited to, acts of nature, fire, pandemic, government restrictions, wars, and insurrections.

This Handbook supersedes all prior policies—whether written, orally expressed, or implied—that contradict the policies outlined herein. However, this document is not intended to supersede any individual written agreement between you and the School or any applicable law. If you find that such a conflict or discrepancy exists, please contact the Business Office. This Handbook is not intended to constitute a legal contract of any kind.

## **Mission Statement**

We inspire young people of talent and promise to develop clear values, a desire for wisdom, and an appreciation for all endeavors that broaden the mind and enlighten the spirit.

## **Core Values**

### ***ACHIEVE DISTINCTION***

We embolden all to achieve excellence in their academic and personal pursuits and help them recognize how their effort translates into continued success.

### ***EXPLORE OPPORTUNITIES***

We actively engage in a broad range of academic, fine arts, athletic, and extra-curricular endeavors to discover potential and foster growth.

## ***INSPIRE CHARACTER***

Strong moral conduct is fundamental to our community, and we purposefully promote self-reflection, honesty, empathy, kindness, and respect.

## ***BECOME YOURSELF***

We commit to know each child well in order to support each child's development into a capable, confident, conscientious young adult.

## **Green Hedges Creed**

*(Recited at each Opening and Closing Assembly)*

Together we celebrate the faiths and beliefs enriching our Green Hedges community,

Where love, honesty, kindness, and hope guide and build our resolve

To respect each other, serve humanity, and explore and enhance our world.

We give thanks for this day, its blessings and challenges,

Aspiring to give our best always.

## **Diversity, Equity, and Inclusion Statement**

Since its founding in 1942, Green Hedges School has always believed that each child's journey is better and more nourished if, during these formative years, it takes place within a deeply-connected and diverse community. Such a community provides children a supportive and physically and emotionally safe environment where they become confident learners who take risks and actively engage in their world. Green Hedges is this community.

## **Community**

Green Hedges School commits to diversity, equity, and inclusivity among its students, families, employees, trustees, and alumni. A broadly diverse community fosters empathy, enriches teaching and learning, and promotes intellectual excellence and strong character. We hold everyone in our school accountable for respecting the multitude of identities and perspectives and for promoting a safe and supportive school environment.

We are a diverse community committed to a unified vision—to inspire students to achieve their dreams and reach beyond themselves to make a difference in the world. We believe that in order to achieve this vision, our community must reflect the diversity of the greater world, including, but not limited to, diversity in socioeconomic status, family structure, race, ethnicity, religion, belief systems, learning abilities, gender, and sexual orientation.

## **Action**

We invite our community to work together to create a climate of mutual respect. We lean into the sometimes complex and challenging conversations about inclusivity because we believe that the growth of a community and learner is continual, and striking a careful balance between individuality and community can be difficult work. We are committed to this ongoing and ever-changing process.

## **Philosophy**

All children embark on their own educational journeys brimming with potential, informed by nature, and nurtured through personal experience. In 1942, Frances and Kenton Kilmer, children of international artists, founded Green Hedges School to provide a learning environment that emphasizes excellence in the core subjects while reflecting their passion for the arts and languages and their appreciation for cultural and religious diversity. Building on their vision, we teach a robust liberal arts program from the earliest ages, providing context, encouraging connections, and inspiring creativity. Our approach creates a strong foundation and allows students to achieve a deeper and broader understanding within all disciplines.

The intimate size of our community enables each child to be known, valued, and guided as an individual. Each student actively engages in all aspects of the school experience, including collaborating with and mentoring students across grade levels. Our graduates leave Green Hedges well-prepared to thoughtfully and confidently meet new challenges with the advantages of an excellent education and a certainty in their sense of self.

## **History**

Green Hedges School was founded in 1942 by Frances Kilmer, daughter of Impressionist painter Frederick Frieseke, and Kenton Kilmer, son of famous American poet Joyce Kilmer. The

Kilmers sought to provide a positive learning environment free from prejudice and an enriched curriculum that included the best in all the arts, global exposure to history, and a commitment to citizenship and character. Green Hedges began in the Kilmers' Arlington home with ten students and one full-time teacher. Mrs. Kilmer taught classes and was involved in all aspects of the school. Mr. Kilmer frequently took time away from his job at the Library of Congress to read aloud to the students.

"My wife and I started this school in 1942 for a variety of reasons," Kenton recalled in an early Green Hedges Bulletin. "We had heard of neighboring schools with classes of forty to sixty pupils, and we wanted both to do what little we could to relieve this crowded condition and to provide for our own children classes small enough to allow for some individual attention.

"We also wanted to give our children an enriched curriculum and encourage an appreciation of the best in literature, music, and pictorial art. Most of all, we wanted to develop in our children, and in the others, the love of God and neighbor, a strong sense of justice and devotion to freedom, and a generous patriotism."

"Children leaving our school should have the courage to act according to their own conscience and to meet the strange, the foreign, the new with eager and joyful interest," he said.

By 1955, the Kilmer family had grown to eight children and the school to sixty students; it was bursting at the seams. A property found in the historic neighborhood of Windover Heights in Vienna, Virginia, proved an ideal solution. Both the Kilmer family and Green Hedges School moved from Arlington to Vienna that year and the school expanded to eight grades.

Fifty years later, with Green Hedges expanded and established in Vienna, Frances expressed her guiding sentiments: "One of our operating principles, perhaps the main one, may be called the enjoyment of learning," she said. "Living next door to the school, as we do, we have had the pleasure each morning of seeing the children running, skipping, or dancing on their way into the school buildings. Many of them are early each day; they're in no hurry, just happy and eager. It is our endeavor to encourage and develop this spirit in each student so that he or she will approach the tasks and problems of life with the same eagerness."

## **Governance**

The Green Hedges School is a nonprofit corporation engaged in independent education and governed by a self-perpetuating Board of Trustees that represents no particular constituency of the School. Having the responsibility of balancing the interests of the entire School community, the Board is charged with establishing and affirming the School's mission and strategic goals and for overseeing the Head of School, to whom it delegates all administrative duties. The Head works with all constituencies of the School and is responsible for the faculty, staff, students, and day-to-day affairs. All questions concerning the administration of the School should be directed to the Head of School or the Assistant Head of School. Neither the Board of Trustees nor the Parent Association are responsible for administrative matters.

## **Accreditation and Memberships**

Green Hedges School is accredited by, and a member of, the Virginia Association of Independent Schools (VAIS) and holds memberships in the National Association of Independent Schools (NAIS), the Association of Independent Schools of Greater Washington (AISGW), the American Montessori Society (AMS), the ABC Athletic League, Historic Vienna, and the Vienna-Tysons Regional Chamber of Commerce.

Green Hedges School does not discriminate on the basis of race, sex, religion, or national origin in the administration of its educational policies.

# **Uniform and Dress Code Guidelines**

## Uniform & Dress Code Guidelines

At Green Hedges, students' clothing should reflect the importance of school and should not distract from the learning environment. All students are expected to arrive at school in clothing that is neat, clean, and appropriate, as this helps foster pride in one's appearance and contributes to an orderly and attractive school environment. The faculty and administration reserve the right to determine the appropriateness of dress. Students will receive one warning regarding a violation. Upon the second violation, the parent/guardian will be called to bring the student a change of clothing. Additional dress code violations may prevent children from participating in school activities and events.

Many of the items below may be obtained through Lands' End School Uniform (1.800.469.2222 or [www.landsend.com/school](http://www.landsend.com/school)). Specific product and ordering details are on the Green Hedges School Lands' End Uniform Storefront. The storefront includes Green Hedges School's-approved options only. For reference, the Green Hedges preferred Lands' End school number is 9001-1420-8. While Lands' End items may be ordered with or without the Green Hedges logo embroidered on them, we suggest ordering one logo polo for students to wear when Green Hedges concert dress is required. In addition to Lands' End, Green Hedges allows students to wear dark green or white uniform tops and polo dresses from other stores, including:

- Target
- Gap
- Old Navy
- Children's Place
- Amazon

## Guidelines for Uniforms

- Shorts, skirts, skorts, and dresses must be fingertip-length or longer.
- Shirts and tops must be tucked in for Openings and Closings.
- All shoes must have backs and must cover the toes.
- Except for special circumstances, Tuesdays are Spirit Day at Green Hedges, and on this day tee-shirts with the official Green Hedges logo are allowed. Students are required to have standard dress code bottoms on Spirit Days.
- Students are required to wear uniforms during day field trips.

## **Montessori Guidelines**

The general guideline for our youngest students is that they wear clothing that is neat, comfortable, and easily managed. Students should wear comfortable clothing that allows for independence in the bathroom. For safety reasons, closed-toe shoes with a back, or back strap, must be worn at all times. Crocs, high heels, and flip-flops are not acceptable. Socks and rubber-soled shoes are required for P.E.

## **Lower School & Middle School Guidelines**

The official Green Hedges School uniform for all students, Grades 1 to 8, is required attire for all school days unless otherwise noted.

### **Daily Uniform (Grades 1-8)**

#### **Dress Options**

- Dark green polo dress (with or without school logo acceptable)
- Plaid jumper with a white collared button-down or turtleneck

#### **Bottom Options**

- Khaki skirt, shorts, or pants
- Plaid skirt or skort

#### **Top Options**

- White or dark green collared polo shirt (with or without school logo acceptable)
- White oxford shirt (with or without logo acceptable)
- White turtleneck (with or without logo acceptable)
- Dark green sweater (with or without logo acceptable)
- Grey, green, or white sweatshirts (with logo or logo-free and solid color)

#### **Shoes & Socks**

- For safety reasons, shoes with a back, or back strap, must be worn at all times. Crocs, high heels, and flip-flops are not acceptable. Socks and rubber-soled shoes are required for P.E.
- Socks are required.

- Students may wear tights or ankle-length footless leggings, but they must be solid white, gray, blue, or black.
- Sneakers or dark dress shoes are permitted.
- Boots may be worn only outside during inclement weather

## **Middle School Athletic & P.E. Days**

Middle School students may wear Green Hedges School logo athletic wear on Athletic and P.E. days. Athletic clothing should appropriately cover students' bodies (no tank tops, spaghetti straps, or midriffs).

## **Concert Uniform (Lower School & Middle School)**

For concerts, students have the option of the concert uniform or dressy attire, i.e. a button-down shirt and khaki pants or festive dress. The concert uniform includes a green polo shirt with the Green Hedges logo (short or long-sleeved), khaki bottoms (excluding shorts), brown or black belt, dark socks (when wearing pants), and dark dress shoes. Students have the option of wearing the green polo logo dress with white socks or white tights or the plaid jumper.

## **Concert Uniform Events**

Winter Concert

Spring Concert

Grandparents & Special Friends Day

Graduation

Other events at the School's discretion

## **Free Dress on Birthdays**

Students may have a free dress day on their birthday. Should a student's birthday fall on a weekend, they may wear free dress on either the Friday before or Monday after their birthday. Summer birthdays will be celebrated with a free-dress day in the spring.

***Please clearly label all clothing and uniform items with the student's name.***

# **The Academic Program**

***Green Hedges School has three divisions:  
Montessori, Lower School, and Middle School.***

**Montessori Program**

We believe that the Montessori years of a child's development are crucial years in education and set the stage for long-term intellectual growth and educational curiosity. The goal of Montessori teaching is to produce lifelong learners who enjoy using their minds. Children leave the Montessori program with a strong academic and social foundation. They are confident, well-prepared, and excited to meet the challenges ahead of them as they move into our preparatory Grade 1 program. Montessori and Lower School faculty work closely together to ensure that Montessori students seamlessly transition through their deep understanding of the curriculum, knowledge of the various skill sets students need to succeed, and regular opportunities to collaborate. Further, the Grade 1 classroom integrates Montessori materials and workspaces, creating a smooth transition to traditional teaching.

All Primary Montessori students are expected to be fully toilet-trained before entering school. Students should be fully independent when using the bathroom facilities. Repeated accidents will result in a parent-teacher conference.

**Lower School Program**

Students in Grades 1 to 5 grow from curious young learners into critically thinking, increasingly independent, cooperatively collaborative, and admirably honest young students through curriculum and programs designed specifically for elementary-aged children. Unique learning experiences and authentic opportunities for personal and academic growth are trademarks of Green Hedges Lower School.

The Lower School years are formative years in a child's life. The curriculum at the elementary level lays the solid foundation upon which increasingly sophisticated academic and personal experiences are built. Lower School students, as learners in the 21st century, acquire knowledge of Language Arts, Math, Science, Social Studies, Technology, French, and Fine Arts through the core and co-curricular academic programs at Green Hedges. They also acquire personal and academic skills that will allow them to thrive beyond Green Hedges, which will lay the foundation for future success in college and their chosen careers.

## **Middle School Program**

Academic subjects include Mathematics, Science, Humanities (English and History), Studio and Performing Arts, Spanish or French, and Latin. Technology is incorporated into all subjects. All Middle School students participate in Concert Band and P.E. They may also elect to participate in Jazz Band and interscholastic sports (depending on the season and offerings). Middle School students also benefit from the Advisory program, discussed more fully below.

A cohesive community spirit in the Middle School allows students to feel safe taking risks and trying new endeavors. Near the start of the year, the Middle School faculty and students enjoy an overnight education excursion. Team-building activities create a cohesive foundation for the coming year and allow Grade 6 and other new students to feel part of a greater whole. Social activities continue throughout the year and include special-interest clubs such as robotics, school-sponsored parties, dances, and grade-specific trips.

### **Middle School Advisory**

As students transition from Grade 5 to Grade 6, they move from a homeroom model to a subject-based program. To ensure continued adult advocacy and support for a student's intellectual, social, and emotional growth, Middle School teachers serve as advisors to small groups of students. Advisors are available to meet with students during arrival, lunch, Advisory, study hall, dismissal, and otherwise, as necessary. Throughout the year, each advisor monitors the progress of their designated advisees and serves as the primary contact for parents/guardians regarding their child's school experience.

In addition, Middle School students gather throughout the year as a full division to learn about and discuss developmentally appropriate topics and issues of relevance such as friends, online behaviors, decision-making, character development, and the transition to high school. Middle School students meet by grade level with the School Counselor on a regular basis as well.

### **Homework**

Homework reinforces material introduced in class and provides an opportunity for students to explore new material. More importantly, homework encourages independent learning while

supporting the Green Hedges curriculum. The amount of homework varies, depending on the day, the subject, and the student. As a general guide:

- Montessori students develop basic organization and a sense of responsibility through daily reminders and chores
- Grade 1 students average 20 minutes per night
- Grade 2 students average 30 minutes per night
- Grade 3 students average 30 to 40 minutes per night
- Grade 4 students average 30 to 60 minutes per night
- Grade 5 students average 45 to 60 minutes per night
- Grade 6 students average 90 minutes per night
- Grades 7 and 8 students average 90 to 120 minutes per night

Students may need additional time to practice music or to devote to reading. Long-term projects begin in Grade 2. French homework begins in Grade 4. Children are encouraged to become responsible students; each year at Green Hedges, the amount of adult support surrounding homework is gradually reduced. Students receive guidance in establishing appropriate study and organization systems. To aid students in developing healthy organizational habits, the use of the school planner is mandatory for Grades 3 to 8. Students in Grades 1 to 8 who are absent from school should consult MyGreenHedges. Students and teachers often exchange classwork, assignments, and completed and corrected work through Google Classroom (Grades 4 to 8).

## **Parent-Teacher Conferences**

Parent-Teacher Conferences are an important means of keeping parents/guardians informed about their child(ren)'s progress. Conferences with parents/guardians of students in Montessori through Grade 8 are held in September and at the end of the first and third quarters in October/November and March. Parents/guardians will be prompted several weeks before conference dates to sign up online. When it is deemed necessary, a parent/guardian or teacher may request and schedule an additional conference during the school year.

## **Progress Reports**

Regular communication between teachers and parents/guardians is essential in supporting student growth. For students in Montessori through Grade 8, progress reports at the end of each semester are an important component of this communication. Parents/guardians may

access these reports through MyGreenHedges. Questions or comments regarding progress reports should be directed to the appropriate teacher.

The School may withhold progress reports and final transcripts if parents/guardians are not current with their financial obligations.

## **Grading Legends:**

Grades 1 to 8 use the performance key below as an indicator of progress:

### **Performance Levels Key**

E - Continually excels

G - Developing appropriately

S - Occasionally requires support

N - Routinely requires support

Grades 4 to 8 use the grade scale as well as the performance key:

### **Grade Scale**

A+ 97-100      A 93-96      A- 90-92

B+ 87-89      B 83-86      B- 80-82

C+ 77-79      C 73-76      C- 70-72

D+ 67-69      D 63-66      D- 60-62

F 59 and below

## **Academic Warning**

A student is considered on academic warning if their grades include any grade below a C-range, or the student begins to have academic difficulties, or work is consistently late or missing. The teacher will inform Middle School Advisors, the Head of Middle School, the Assistant Head of School, or Learning Specialists. If, in the judgment of the Assistant Head of School, the student's work warrants particular concern, the student may be placed on academic warning.

When a student is placed on academic warning, the Assistant Head of School will meet with the parents and student to discuss their work, consult with teachers, and outline a course of action, which may include, but is not limited to:

- Adjusting the student's program
- Meeting with the LST Team (Learning Support Team)
- Requiring the student to have regularly scheduled conferences with teachers
- Recommending tutoring or diagnostic testing

## **Academic Probation**

If a student receives one F or two Ds on a progress report, or if the student's skills are not at the level required for the grade, the student may be placed on academic probation. Academic probation results in an evaluation of the student's future at the School and may lead to a contract being held.

## **Absences, Tardies, and Make-Up Work**

### **Attendance**

Students are expected to be at school every day and to report to their classes on time. Frequent absences and tardiness seriously affect academic progress and are disruptive to the teaching environment. The School requests that parents/guardians and students thoughtfully consider the impact of any absence other than one of a medical or family emergency. Families are discouraged from taking students out of school prior to school breaks or extending breaks. Absences for vacations will be considered unexcused. If a family trip must be scheduled during school days, the student will be given the opportunity to make up essential assignments provided prior arrangements have been made through the Assistant Head of School. Except in cases of emergency, such arrangements should be made at least one week before the expected absence. Whenever possible, regularly scheduled medical appointments should be made after school hours. Students with excessive absences, excused or unexcused, may be denied reenrollment or promotion.

Any student not well enough to attend all classes during the school day may not participate in any co-curricular, extra-curricular, or athletic activity that afternoon or evening.

After six absences in a semester, the student's parents/guardians will be required to meet with the Assistant Head of School. At this time, the student may be required to complete additional work during the school day, in the afternoon, or during school breaks to make up for excessive absences.

After 12 absences in a year, the student may not receive credit for that grade level. Parents/guardians may appeal to the Head of School and the Assistant Head of School to recover credit. Parents/guardians who appeal to recover credit must provide official

documentation (e.g. from a medical professional), and a subsequent limit on further absences will be set. Note that religious absences do not count against the total absences cited above.

## **Make-Up Work**

It is the responsibility of individual families to see their child's teacher(s) to make up any graded work missed because of an absence. Students will have as many day(s) to make up work as they are consecutively absent. Make-up tests, if applicable, will be scheduled at a time designated by the teacher. If a student fails to make up a test and makes no other arrangement within the allotted time, at the discretion of the teacher, the student may not be given the test.

Students should use MyGreenHedges and Google Classroom to keep abreast of the schoolwork missed, especially at the upper-elementary grade levels and in Middle School.

## **Partial Absences**

Absences for any part of a day should occur infrequently and only in the event of compelling circumstances. A parent/guardian or designated representative of a parent/guardian must sign the student in or out at the Main Office when coming to school after 8:15 a.m. or leaving school before the regular dismissal time. A student who signs in after 11:30 a.m. or who signs out before 11:30 a.m. does not receive credit for the day and is considered absent.

## **Tardies**

Students are expected to arrive at school on time and to attend all classes. The school day begins at 8:15 a.m. Students arriving after 8:15 a.m. are considered tardy. Occasional unexpected circumstances may cause tardiness, but habitual late arrival at school is a serious problem that can affect a student's learning and attitude. On that rare occasion when a student is tardy, we ask that parents/guardians park their car and walk into the building to sign in their child in at the desk of the Main Office. Six or more late arrivals in a semester result in a formal letter mailed to parents/guardians for their signature to acknowledge excessive tardies. If a student (Kindergarten to Grade 8) is tardy twelve times (or more) in a school year, we place an official letter in the student's permanent file, and the parents/guardians and child will be required to meet with the Assistant Head of School. In addition, we will mail a letter to the child's parents/guardians.

## **Early Dismissal**

If your child needs to leave early, please let the classroom teacher and the Main Office know via email or phone call. All students leaving early will need to be checked out at the Main Office for security reasons. Students will be released to parents/guardians and those listed on the driver authorization form. Six or more early dismissals in a semester result in a formal letter mailed to parents/guardians for their signatures to acknowledge excessive early dismissals.

## **Standardized Testing**

Green Hedges has historically administered the ERB (Educational Records Bureau) Comprehensive Testing Program standardized tests to students. Beginning in the 2025-2026 school year, students in Grades 2 to 8 will instead take the adaptive NWEA-MAP Growth Assessment in math and English and language arts in the fall, winter, and spring. We have made this change to learn more about student growth throughout the school year, which will help us target instruction even more effectively. Due to the adaptive nature of the assessment, no special preparation is required by students. Green Hedges will share the assessment results with parents/guardians after each round of testing. Green Hedges also monitors student progress in basic reading skills through regular standardized assessments for Kindergarten to Grade 5 students.

## **Field Trip Procedures**

The Washington, D.C. metropolitan area provides abundant opportunities for educational field trips that connect student learning to the wider world. Teachers seek relevant age-appropriate trips that build on content and themes introduced in class. Parents/guardians are required to sign and return permission slips for every field trip. Parents/guardians will receive these permission slips, along with the field trip notification and other relevant information, well in advance of the departure date.

Students in Grades 1 to 8 are required to wear their school uniforms on most field trips. Outdoor camping, service learning, and extended overnight trips are the exceptions.

## **Library**

The Charlotte Mathias Library contains approximately 15,000 volumes and audio-visual resources that are appropriate to the varying levels of ability and diversity of interests of students ranging from Montessori to Grade 8. The library also assists teachers by providing curriculum-related materials for classroom use. The research process is introduced and supported at the library and in each classroom with increasing levels of complexity.

All students, Montessori through Middle School, attend a weekly library class. Students may also use library resources under the Librarian's direction at other times. Middle School students visit the library for research instruction coordinated by Middle School faculty and the Librarian and independently to check out materials for classroom use, as well as leisure reading. Book checkout and return procedures are posted in the library and on the library section of MyGreenHedges and must be observed.

If a borrowed library book is lost or damaged, the library will order a replacement copy and bill parents/guardians for the cost.

Green Hedges School recognizes the "School Library Bill of Rights for School Library Media Programs" adopted by the American Association of School Librarians as a document of responsibility, a copy of which is on file in the library.

### **Criteria for Selection of Materials**

We consider the following points when purchasing print materials for the library collection: Need and importance to the collection, quality of writing and organization, accuracy, different voices, diversity, appropriateness of vocabulary and content for the intended grade level, and format.

We also consider the following points when purchasing non-print materials: Appropriateness of medium to subject matter, technical quality of the audio and/or visual medium, and currency of media materials.

## **Gifts to the Library**

Gifts of used books are welcomed and accepted when they meet appropriate literary standards and are in satisfactory condition. Gifts not meeting these standards will be returned to the donor or disposed of at the discretion of the Librarian.

## **Birthday Books**

Members of the school community often celebrate birthdays by donating gift books to the library in honor of the celebrant. Birthday Books are inscribed with the donor's name and the date of presentation. The Librarian is always pleased to offer suggestions for Birthday Books.

## **Middle School Athletics**

Green Hedges recognizes that athletics provide an important opportunity for students. In addition to encouraging a healthy, active lifestyle, team sports foster social relationships, create leadership opportunities, and promote important lessons on sportsmanship and fair play.

Green Hedges, a member of the ABC Athletic League, fields interscholastic sports teams in soccer, cross-country, basketball, and tennis. Practices and home games are held at local Fairfax County athletic facilities and may be incorporated into the school day, as with tennis. Practices and/or games typically occur twice a week. Specific details will be provided at the start of each season.

Middle School students may wear Green Hedges School logo athletic wear on Athletic and P.E. days.

## ***Athletics Statement of Sportsmanship***

Green Hedges School adheres to the following guidelines:

- Green Hedges expects coaches, players, and fans to be good sports. Good sports treat opposing teams and their fans with respect and courtesy. Good sports are humble when they win. They accept their victories with poise, without gloating or demeaning the other team. Good sports are not rude.

- Good sports understand that losing is part of athletic competition. They accept their defeats gracefully, without pointing fingers or making excuses. They view their losses as opportunities for growth and further development of their skills.
- Good sports keep their emotions in check. They understand that stress and pressure are part of athletics and that the true test of character is when the disappointment, bitterness, and frustrations of a game are the greatest.
- Finally, good sports keep a sense of perspective. They know that the other team is their opponent, not their enemy, and that the game is a contest, not a battle. They know that if they conduct themselves with dignity, they will always walk off the field as winners, no matter what the numbers on the scoreboard may show.

## **Middle School Clubs**

Middle School Clubs are part of the Middle School experience. Clubs allow students and faculty to explore shared interests, provide opportunities to develop student leadership skills, and provide forums for students and faculty to work together outside of the classroom. Some club examples include Knitting, Make-Up, Yearbook, Board Games, and more.

## **Questions and Concerns**

If ever you have a question or concern about your child's school experience, please contact the teacher or advisor first, then the Assistant Head of School. Those individuals are always eager to be helpful in responding to your questions and concerns. You may call the school and leave a message or email; your call/email will be returned within 24 hours. If you have an emergency, please call the Registrar at 703.938.8323, who will get the message to your child's teacher.

The School's rules, policies, and standards provide general guidelines for expected behavior. The rules, policies, and standards outlined below and elsewhere in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these values may result in disciplinary action. Students are expected to comply with school standards and rules at all times. Students are encouraged to discuss with their fellow students, teachers, or administrators any issues or infractions of school standards and rules, with the goal of caring for one another in a spirit of kindness in the school community.

## **Student Support**

In an effort to assist each of our students, we offer a wide variety of services to respond to individual situations or needs. These possible services include individual counseling, group counseling, classroom guidance, advisory group coordination, peer leadership, parent-teacher conferences, parent guardians education programs, and referral services.

### **School Counselor**

The School Counselor is one member of the broad-based team that assists in the education of all of our students. Counseling at school is intended to be short-term and specific. Students needing longer-term support or support related to non-school issues may be referred to private mental health providers. Our School Counselor works in collaboration with other members of the School's faculty and staff and partners with families and outside mental health professionals to provide consistent service and support for students and to assess and address mental health needs that arise.

The School Counselor strives to honor privacy and confidentiality. As is developmentally appropriate for the student, certain information shared with the School Counselor is confidential. However, families and students should be aware that there are limits to what the School Counselor can keep confidential. For example, disclosure is necessary in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is a concern about a student's ability to function either academically, emotionally, physically, and/or mentally within the school environment; or when legal requirements demand that confidential information be revealed.

The School Counselor will remind the student of the non-confidential nature of the communication and, in appropriate circumstances, will encourage the student to communicate with the student's parents/guardians or other adults regarding the circumstances disclosed. The School Counselor may also directly inform the parent/guardian and/or administration of sensitive communications to find ways to help the student and/or family.

In addition, if a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm themselves or others, please

ensure that the student reports such information to the Assistant Head of School and School Counselor so that the School may take appropriate action.

## **Referral**

The School Counselor offers a wide variety of assistance to students, including personal support and advising, but does not, as School Counselor, engage in in-depth personal therapy. The School Counselor often encourages students and parents/guardians to use the many resources outside the school, including psychiatrists, psychologists, physicians, social workers, and other private counselors. While Green Hedges does not refer students and parents/guardians to selected professionals, we will offer a list of suggested practitioners whom the family may consider contacting. Families must also determine the limits of their own medical insurance coverage for costs when choosing outside counseling resources. Release-of-information forms are available for families who want the School Counselor to be in communication with a private therapist or doctor.

## **Student Accommodations Policy**

One of our Core Values is to embolden all students to achieve excellence in their academic and personal pursuits and help them recognize how their effort translates into continued success. Our Core Values also include a commitment to know each child well in order to support each individual's development into a capable, confident, conscientious young adult.

In support of these values, we believe that it is essential that we help students understand how they learn best and how to communicate their learning needs to others. The ability to advocate for oneself is another important step toward realizing the goal of becoming a successful, independent learner.

At Green Hedges, a team of professionals serves as schoolwide learning support for students, teachers, and parents/guardians. The School's learning specialists provide direct guidance based on students' needs in each division. The classroom teacher's responsibility to differentiate with all students allows the teacher to adjust the learning environment, expectations, and even assessments with specific students' strengths and weaknesses in mind. The program allows for flexibility and informal accommodations in order to better understand the learners in the classroom.

The School is committed to ensuring that students with disabilities are provided with equal access to the School's programs and services in accordance with applicable law. For students who need additional support or programmatic adjustments, the School may require medical documentation regarding the student's condition. In all instances, the School will make reasonable accommodations to enable a student to participate in the program and where doing so does not pose an undue burden to the School or threat to the safety of its students.

When implementing accommodations, the School will engage in an interactive process with the parents/guardians to identify accommodations needed and whether there are any alternative accommodations available. Parents/guardians will be expected to authorize the School to have direct communication with any outside psychoeducational evaluator or other such medical provider as part of the process. Any accommodation that is used will be communicated to parents/guardians in an ongoing way and documented for the Learning Support Team (LST).

Specifically, Green Hedges provides accommodations to those students who have learning differences and submit the following documentation:

- A complete psychoeducational evaluation, administered within the last three to five years by a licensed psychologist. In compliance with ERB, College Board (the governing body for PSAT, SAT, and AP exams), and ACT Inc. accommodation policies, all evaluations must include a DSM-5 (Diagnostic and Statistical Manual of Mental Disorders) diagnosis and specific recommendations for educational services/accommodations that are supported by the testing data.
- A signed release of information allowing Green Hedges to release, request, and/or provide access to educational records and/or exchange verbal communication with the psychologist who administered the evaluation.
- In the case of emotional and mood disorders that affect learning (e.g. anxiety and depression), annual documentation is required for continued accommodations. The physician/psychologist who is treating the student must describe the current impact of the student's diagnostic symptoms on academic performance and the need for ongoing accommodations.

## **Overview of the Learning Support Team**

The Learning Support Team (LST) comprises the Head of School, Assistant Head of School, Learning Specialists, and School Counselor. The team meets once a week, at a consistent time, and consults with teachers, Middle School advisors, and parents/guardians. The role of LST is to provide academic and social/emotional support for students with responsibilities such as:

- serving as an academic resource for teachers, providing counsel, strategies, and observations to gather important data about a child's performance in class, related to both areas of strength and weakness
- meeting regularly to review student performance and identify students who need additional support
- initiating regular teacher meetings (in teams and individually) to discuss student progress and concerns (teachers may also initiate meetings with LST)
- facilitating parent-teacher conferences, when needed, to provide additional support or information about student concerns and needs
- determining if additional testing and/or a psychoeducational evaluation is necessary in order to learn how and if Green Hedges can fully support the student, both now and in the future
- maintaining regular communication with parents/guardians (and teachers) regarding student response to interventions, or lack of progress, necessitating possible separation from the school
- maintaining records outlining student needs, interventions, and student outcomes

## **Transitions (Between Grade Levels & Divisions)**

When students transition between grade levels, the teacher(s) of the current grade and next grade meet to discuss the strengths and areas for support prior to the start of the school year. Student Support Plans will also be distributed to the next team of teachers. When students are transitioning from Lower School to Middle School, parents/guardians will have an opportunity to meet with the Middle School Learning Specialist. The Lower School Learning Specialist will

discuss the advancing students and convey all support documentation to the Middle School Learning Specialist.

## **Common Academic Accommodations for Students**

Consistent with the School's policy on accommodations, common accommodations that may be provided to a student can include:

- Extended time on assignments and assessments
- Audio/recorded books (novels and textbooks) and text-to-speech technology
- Access to technology (laptop, iPad, etc.)
- Graphic organizers and guided responses using sentence starters
- Quiet space to work, removed from distractions in the classroom or hallway
- Oral testing (teacher acts as a reader to read the directions and/or test questions aloud)
- Increased use of materials providing large font, visuals/graphics, extra white space
- Access to teacher-provided notes or fill-in-the-blank notes or copies of students' notes
- Electronic dictionary, calculator, speller, or spelling amnesty
- Oral dictation of longer assignments and answers to in-class assessments
- Exemption from reading aloud before peers unless the student volunteers
- Preferential seating, such as near the teacher, away from distractions (e.g., windows, doors, air conditioners)
- Allowance to stand at a table or individual desk during instructional time
- Use of handheld fidget items/gum to increase focus and attention
- Use of T-stool, tactile cushion, bouncy ball, extra carpet square for alternative seating
- Verbal/tactile cueing by the teacher to help maintain attention/focus
- Breaks to allow for appropriate movement and brain breaks
- Behavior checklist to improve attention/focus and increase accountability or serve as an external incentive

# **Expectations for Student Behavior**

## Statement of Expectations

### ***Character***

Green Hedges holds Inspire Character as one of our Core Values. This phrase embodies our expectation that members of the school community act in a respectful, appropriate manner at all times. Whether in the hallways, in the classrooms (both in-person or virtually), or on the playground, Green Hedges seeks to establish an environment that ensures safety—emotional and physical—and is most conducive to learning. The School takes several paths to support this commitment.

We, therefore, expect that our students will:

- Respect other people and their privacy and property, both within and beyond the School.
- Treat all human beings with dignity; act with tolerance, courtesy, and thoughtful regard; and refrain from behavior that intimidates, insults, threatens, bullies, coerces, abuses, exploits, harasses, humiliates, or demeans.
- Have an open mind and heart to the views and experiences of others, creating space for all to belong and thrive.
- Support and promote a school climate that does not discriminate against any individual or group.
- Use words constructively, avoiding gossip and other inappropriate or unproductive sharing of information.
- Maintain high standards of honesty and integrity, avoiding deception, half-truths, and deliberately misleading words or behavior.
- Exemplify principles of responsibility and fairness in daily life.
- Observe safe behavior and report unsafe conditions or practices.
- Cultivate caring and compassion, seeking to serve others, both within and beyond the School.

Green Hedges cultivates an environment in which all members of the community feel safe and valued. Part of living our values includes every member's responsibility to support a safe school environment by refraining from harmful and unsafe behavior and reporting such behavior when observed. These community standards apply to our words and behavior not only in personal, face-to-face interactions but also in all forms of electronic media and communications.

All members of the community help others to develop a sense of belonging, encourage empathy and compassion, and promote an environment that is safe, kind, and inclusive. As members of this community, we acknowledge that our actions reflect not only on ourselves but also on the School as a whole and therefore strive to live in a way that is consistent with our values.

As in all matters involving student conduct, Green Hedges reserves the right to discipline any student whose behavior, in the School's judgment, is inconsistent with the School's community standards or is a threat to the safety and well-being of the school community, whether or not it violates a specifically stated rule.

### ***On- and Off-Campus Behavior***

Green Hedges does not seek to unnecessarily involve itself in a student's off-campus behavior. However, the School reserves the right to take action with respect to off-campus behavior when it deems necessary including, and without limitation, when that off-campus behavior affects the student's ability to continue at School, diminishes other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School. The policies and standards apply at all times a student is enrolled in the School, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a School-sponsored event on or off campus; any time a student is officially representing the School; any time a student is traveling on behalf of the School; and in the evenings, on weekends, and during school breaks, including summer break.

### **Cell Phones, Smartphones, Smartwatches, and Other Electronic Devices**

Green Hedges recognizes electronic devices as commonplace in today's society. Supporting our students in managing distractions from their learning is part of our responsibility as educators. Research shows that cellular devices, even when turned off but in the vicinity of teens and adults, cause distraction and loss of focus. Therefore, our personal device policy

ensures that students make the most of their learning time and face-to-face social interactions while at school. Green Hedges assumes no responsibility for these devices if they are lost or damaged.

Parents/guardians are asked not to send their children to school with electronic devices. Should parents/guardians choose to send their children to school with electronic devices, the use of personal devices is not allowed during school hours.

Middle School students will place all personal devices in a specific storage container for the school day. All other students must put personally owned devices away when they enter the building; they should remain in a student's backpack, turned off, until the end of the day. Should parents need to communicate with their children during the day, they should call the Main Office.

The first time a student uses a personal device during the school day, a staff member will take possession of the device(s) and return it at the end of the day.

The second time a student uses a personal device during the school day, a staff member will take possession of the device(s) and return it at the end of the day. The School will also contact that student's parent/guardian.

The third time a student uses a personal device during the school day, the student will need to drop off the device(s) in the Main Office each morning for two weeks and pick it up at the end of each school day.

## ***Classroom Rules***

All teachers begin the year by establishing classroom rules. This inclusive process, which relies heavily on student participation, fosters the sense of community and mutual respect expected at Green Hedges. In addition to developing these classroom expectations, students and teachers discuss and develop consequences for not living up to these mutually established rules. As education is a collaborative process between home and school, parents/guardians will receive notification once these classroom rules have been established so they can support the School and their children in honoring the commitment to Inspire Character.

## ***Destructive Acts***

Students should govern their actions consistent with the values of respect for self, person, and property. Thus, any destructive actions, including setting fires, causing damage to property, stealing property, harming others, serious threats to harm others, or similar conduct is prohibited.

## ***Harassment and Bullying***

Harassment is a form of discrimination and is behavior that is pervasive or severe and has the purpose or effect of: (a) creating an intimidating, hostile, or offensive environment; (b) interfering unreasonably with a student's academic performance; or (c) creating a situation in which academic or behavioral decisions of a student depend on the student submitting to and/or not objecting to the behavior.

Harassment can take many forms. Examples include limiting opportunities to participate in certain clubs, teams, or activities based on certain characteristics, as well as slurs, jokes, statements, remarks, questions, gestures, pictures, emails, texts, or cartoons regarding legally protected status that are derogatory or demeaning to an individual's or group's characteristic or that promote stereotypes. Harassment also includes sexual harassment (as defined below).

Bullying is defined as the repetitive or persistent use of a written, verbal, or electronic expression or a physical act or gesture, or any combination thereof, by one or more students directed at a target that: (a) causes physical or emotional harm to the student or damage to the student's property; (b) places the student in reasonable fear of harm to the student's self or damage to the student's property; (c) creates a hostile environment at School for the student; (d) infringes on the rights of the student at School; or (e) materially and substantially disrupts the educational process or the orderly operations of the School. Bullying can occur through any type of communication method, including face-to-face, phone, text, email, postings on social media, camera phones, or other forms of technology.

Cyber bullying is a form of bullying that makes use of electronic technology including, but not limited to, cell phones and laptops, as well as communication tools including social media sites, text messages, chat, and other websites. Bullying behavior can involve posting rumors about a

person, threats, sexual remarks, disclosing an individual's personal information without their express permission, or using derogatory speech.

### ***Retaliation***

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports misconduct (including, but not limited, to bullying and harassment), provides information during an investigation, or witnesses and/or has reliable information about misconduct.

### ***Responding to Student Misconduct and Misbehavior***

Misbehavior is not common at Green Hedges. When it does occur, the School always considers the individual, as well as the situation, in implementing a response.

Responses to inappropriate conduct will vary depending on the severity of the misbehavior. For certain types of student misconduct, teachers or other staff members will handle the immediate response.

However, more significant violations may also necessitate that the School conduct a more thorough assessment of what occurred. The Head of School will designate an individual to conduct an investigation, which may include, but is not limited to, interviewing students and adults who may be able to provide relevant information. Any such investigation will be as prompt and thorough as possible to determine whether a violation has occurred.

At any point, a student may be removed from an activity with other students for a period of time and may be excluded from class and sent to the Assistant Head of School at the discretion of the teacher.

Infractions of a more serious nature, such as those that involve issues of personal safety or honesty, will immediately be brought to the attention of the Assistant Head of School, who will determine and communicate appropriate consequences.

Infractions of the most serious nature or a repeated pattern of minor infractions will involve the Head of School and may result in the suspension of the student. Ultimately, the School reserves

the right to expel any student whose behavior fails to meet the expectations for Green Hedges students. Any decision of the Head of School in this regard is final.

In all instances, parents/guardians are notified promptly of a disciplinary situation involving their child(ren), and parent/guardian support will be enlisted in helping a child understand the nature and consequences of the misbehavior, avoid a repeat, and develop alternate, positive behaviors. Parents/guardians understand, however, that it may be necessary for the School's faculty and staff to speak with their children directly during the school day and before the School is able to notify parents/guardians. Parents/guardians further understand that they will not be permitted to invite legal counsel into any disciplinary conversations.

For the safety of all, behaviors that can cause physical harm (hitting, biting, etc.) are not tolerated at Green Hedges. As with all disciplinary matters, we hope to counsel students toward better decision-making. Our responses in such instances may include the following action steps:

- A telephone call and/or meeting with the child's parents/guardians
- Reflection time with an administrator
- Meeting(s) with the School Counselor, including follow-up(s)
- Being excluded from certain classes and/or other school functions
- Being excluded from school for the remainder of the day and additional days, as determined by the administration based on severity and/or frequency of the behavior
- In the most serious situations, expulsion from Green Hedges

### ***Confidentiality***

Green Hedges respects the privacy of its students and their families and, as a matter of practice, keeps confidential the details of student misconduct and the School's response to it. However, there are times when the community's need to know and the School's need to establish clearly its expectations for students and families outweigh its desire to protect an individual student's privacy. In such cases, the Head of School will determine how much of a disciplinary matter and the School's response to it will be shared with the broader community.

### ***Disclosing Disciplinary Information***

Families whose children are applying to, or have been accepted to, another school have the obligation to inform the new school when there is a change in their child's status at Green

Hedges due to a disciplinary incident. Green Hedges may also communicate with the new school regarding the incident and the School's response to it. To the best of its ability, the School will work closely with students and families to support the honest reporting of all disciplinary matters.

## ***Language***

Students and parents/guardians are prohibited from using profane, obscene, bigoted, or other types of offensive language or gestures on campus or at School-sponsored events.

## ***Toys***

No toys are allowed at school unless a child's teacher has given prior approval.

## ***Playground Rules***

Due to the nature of the activity that occurs on a school playground, Green Hedges has specific playground rules designed to ensure safety and to promote healthy, creative activity during recreational time. The following expectations are discussed with the students at the beginning of the year. Expectations on the playground include:

Children use the playground equipment in a safe, responsible manner by:

- Walking—only—on playground equipment and only accessing and exiting equipment using stairs and ladders.
- Exiting swings after coming to a full stop. Maintaining a one-person-to-one-swing ratio and remaining seated on the swing when it is moving. The swing area is for swinging only.
- Observing the one-way direction—down, feet first—on the slides.
- Being inclusive in their play by welcoming all interested peers into a game or activity.
- Electronic devices are not permitted on the playground.

Children are encouraged to engage in creative, energetic play while observing reasonable boundaries that include:

- Playing ball games only when and where conditions are safe.
- Refraining from contact sports or rough physical play.

- Using natural resources found on the playground only in ways that prevent harm to the environment or to other children.
- Admiring trees, but not climbing them.

Children must always be responsible members of the Green Hedges community. At recess, this means:

- Playing in the sight of teachers and staying out of gardens and bushes.
- Eating and drinking (except for water) only in the picnic grove area.
- Returning all balls to the storage bin or classrooms at the end of recess.
- Refraining from carrying or lifting other children.

Fighting, pushing, hitting, tripping, physical horseplay, and roughhousing of any kind are prohibited and may lead to disciplinary consequences for all individuals.

## ***Property***

Students are responsible for the proper care of classrooms, restrooms, supplies, and furniture. Students who disfigure property, or otherwise damage School property or equipment, will be required to pay for the damage done or replace the item. For the protection of furniture and carpet, gum chewing is prohibited at all times unless otherwise stated. Library books are furnished by the School and loaned to the students for the purpose of study or enjoyment. Students will be required to pay for any lost or damaged materials checked out to them.

## ***Possession of Weapons***

In order to maintain a safe atmosphere conducive to learning, Green Hedges expressly forbids the possession or use on campus or at any school-related event of any weapon, instrument, or device that could be used to harm another or oneself. This prohibition includes, but is not limited to, firearms, knives, fireworks, knuckles, etc. In addition, propelling any projectile at a motor vehicle, an unwilling or unsuspecting person, or a building is considered reckless behavior and is also prohibited by the School.

## ***Honor Code***

Honesty is important at Green Hedges and critical to all aspects of campus life: Academic work, relationships, and our culture of honor and respect. Students are expected to represent

themselves truthfully, answer questions honestly, and complete academic assignments and assessments with integrity.

Conduct that may involve a breach of the Honor Code will be reported to the Assistant Head of School, who will discuss the situation directly with the student(s) and teacher(s) or other community members involved. Any confirmed incident of cheating or plagiarism will result in a grade of 50% on the assignment or assessment.

## **Academic Integrity, Plagiarism, and Cheating**

All work that students complete for which they receive credit must be their own. A student who asks or allows another person to complete or submit the student's work is responsible for the actions of the other person.

### ***Plagiarism and Cheating Definitions***

Cheating and plagiarism are academic dishonesty. Plagiarism is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution and/or without appropriate reference citation is considered to be plagiarized.

Cheating is obtaining (or attempting to obtain) something by dishonest or deceptive means. A failing grade will be recorded for any work containing any information improperly submitted as one's own or completed by means of academic dishonesty.

Situations involving cheating or plagiarism on schoolwork (tests, quizzes, homework) will result in no greater than 50%, along with further disciplinary action. Lending homework to a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants.

The concept of plagiarism is explained and discussed in all grades; thus, the student should be well qualified to make the necessary judgment to avoid erroneously representing someone else's work as one's own.

## ***AI Guidelines***

The use of generative AI programs can be a valuable resource, but it can also be a significant source of misinformation. Generally, the use of AI programs, such as ChatGPT, by students on graded assignments is prohibited, except with the express permission of the teacher, in which case the use of AI must be cited by the student. When the School learns that a student engaged in the unauthorized use of AI on graded assignments, it will be treated as an Honor Code violation.

## ***Technology Use Rules***

Access to Green Hedges technology resources is a privilege that is dependent on the student's display of responsible behavior. Respect for equipment and respect for others' work, as well as student safety, are of absolute importance. Students are expected to recognize that any exchange of information within this community is principally for educational purposes and that any communication made to or from the School, with or without School-controlled equipment, must be consistent with the School's standards of conduct.

Students should understand that the guidelines and expectations for in-person interactions and behavior are equally applicable to interactions and behavior while using computers and other electronic devices. Students should understand that they have no expectation of privacy in their use of computers and other electronic devices while using the School's network. The School may monitor the activity and contents (including email, documents, and other files) of computers and school-managed online accounts on campus and/or connected to the School's network to ensure student safety and that the guidelines are being followed.

The School expects that students will adhere to the following guidelines while using the Green Hedges network, devices, Internet resources, accounts, and applications:

- Use these resources in a safe, respectful, and responsible way, for school- and age-appropriate educational purposes only.
- Use appropriate language and etiquette in all communication.
- Obtain appropriate permission before signing up for accounts in applications and software.
- Keep passwords private and secure.
- Tell a teacher, administrator, or adult in charge if they see or otherwise observe contact

that makes them feel uncomfortable and/or is inappropriate.

Students are expected to refrain from:

- Damaging or destroying a school-owned device.
- Not properly returning a school-owned device.
- Revealing personal passwords or using another person's password.
- Revealing personal information about oneself or another member of the Green Hedges School community.
- Using technology in a manner that is inconsistent with any other Green Hedges expectations for student conduct.
- Using online communication to embarrass, bully, or intentionally bring emotional/social harm to any person.
- Impersonating another user.
- Using technology for cheating or plagiarism.
- Altering any software settings on a school-owned device without permission.
- Installing or downloading software onto School computers from the Internet, from home, or by any other means without permission.
- Interfering with system security or gaining unauthorized access to the School's network or data.
- Altering electronic communications to hide the sender's identity or impersonate another person.
- Accessing inappropriate information on the Internet, such as, but not restricted to, sites that bypass filtering, promote hate or violence, or contain explicit or obscene material.
- Using the School's network to engage in any illegal act or violate any local, state, or federal statute or law.

## **Reporting Misconduct**

If a student believes they have experienced misconduct, have witnessed such behavior, is concerned about retaliation, or has relevant information about prohibited conduct, the student is urged to report the manner promptly to an administrator or faculty member with whom the student feels comfortable.

The School cannot promise absolute confidentiality to those reporting prohibited conduct, as there may be a need to share information during an investigation or otherwise. However, the

School will disclose such information with discretion on a strict need-to-know basis.

### ***Infractions Involving Major School Rules and Other School Rules***

As set forth below, in addition to the other rules and expectations outlined in this section, various penalties are assessed for infractions of the rules depending on the grade level of the student (see appropriate Handbook section for general and specific disciplinary procedures). Infractions of Major School Rules may result in serious disciplinary action, including suspension or expulsion from school, even for a first violation. Infractions of other school rules will likely result in lesser disciplinary measures, but all factors as set forth in the disciplinary guidelines can be considered in determining the appropriate disciplinary action. In cases of off-campus suspension or a pending expulsion, a parent/guardian will receive appropriate written notification prior to any such action.

### ***Major School Rules***

- Students will not lie, cheat, steal, or enable others to do so.
- Students will not violate the School's codes proscribing harassment or bullying.
- Students will not abuse or make unauthorized use of School property or property belonging to others.
- Students will not exhibit a pattern of fighting, bullying, peer intimidation, harassment, disrespect, abuse of the dress code, poor attendance, or use of abusive or insulting language.
- Students will not inflict deliberate harm on any person by actions that may include pranks or hazing of any nature.
- A student who deliberately strikes or otherwise intentionally causes harm to another should expect to be sent home immediately and to be suspended or separated from the School.
- Students may not engage in any behavior that is disruptive to the instructional program whether in or out of the classroom including, but not limited to, shouting, horseplay, and throwing of potentially dangerous objects.

# Special Events

## **Weekly Opening and Closing Assemblies**

Each school week begins on Monday with an Opening Assembly at 8:15 a.m. The school week ends with an all-school Closing Assembly on Friday at 2:30 p.m. During these gatherings, students may share dramatic pieces, present class projects, discuss personal accomplishments or interests, and/or recite poetry. From time to time, we schedule guest speakers or performers. Parents/guardians are always welcome to attend.

## **Classroom Celebrations**

Individual classes may choose to celebrate with parties or events for Halloween, Winter Holidays, Valentines Day, Class Plays, and the end of the school year. Room Parents in charge of these parties will confer with the teacher about location, refreshments, and activities. The parties are to be very simple, with no gifts, goodie bags, or favors for the children.

Most children enjoy celebrating their birthdays with friends at school. Please limit the celebration, however, to a simple snack that is consistent with any allergy restrictions in the classroom. Contact your child's classroom teacher to arrange an appropriate time and to learn of any food allergies and/or dietary restrictions.

Steps for classrooms with food allergies and/or dietary restrictions:

1. Before school begins, appropriate school personnel will:
  - a. Review Communication & Health History Forms
  - b. Meet with parents/guardians of students with severe allergies to complete the Green Hedges [Allergy Plan](#)
2. Ask for an approved snack list; the School or parents/guardians will purchase snacks for students.
3. Students with food allergies can only consume food in its original packaging with listed ingredients. Teachers will keep packaging or take a picture of the ingredients in case parents/guardians have questions.
4. Homemade food should include the recipe and be confirmed with the parents/guardians ahead of time before consumption.
5. Offer students an alternative snack provided by the parents/guardians or School.

## **Fundraising by Students**

Student fundraising is typically limited to Grade 8 students, who traditionally hold a series of events throughout the school year to raise money for a class gift presented at Graduation. Classes may, on occasion, raise money for special charitable causes. Solicitations for activities outside Green Hedges, and by groups or organizations not connected with the School, are not permitted.

## **Back-to-School Nights**

These evenings in early fall are designed to introduce you to your student's teacher, the program, and expectations for the year.

## **Book Fair**

The annual Book Fair is held in the fall. Students have an opportunity to visit the Book Fair during the week to browse and make "wish lists" of books they would like to add to their collections. Families may purchase books throughout the week for personal use and/or to donate to the school and classroom libraries.

## **DragonFest**

Mark your calendars for **October 18, 2025!** DragonFest is a fall carnival event sponsored by the Parent Association (PA) featuring games of chance, inflatables, face painting, great food, and much, much more.

## **International Day**

International Day in November, which celebrates the School's ethnic and cultural diversity, began as International Week in 1971. Mrs. Kilmer, the Green Hedges founder, wrote about International Week: "It is a part of our philosophy to recognize different nationalities and races. We have always focused on providing quality education for a culturally diverse group of students." Over the years, we have added an International Feast and activities to learn about and appreciate our student body's rich heritage.

## **Rising Grade-Level Information Events**

The events listed below are designed to give parents/guardians a glimpse of what the future holds at the next grade level.

- **Informational Coffees**

These gatherings are an opportunity for parents/guardians to meet next year's homeroom teacher for their child. The homeroom teacher provides an overview of the curriculum and important highlights of the grade.

- **Grade 7 Secondary School Meeting**

Grade 7 families are required to attend this important meeting in the winter, when administrators present an overview of the secondary school search and application process.

- **Middle School Curriculum Information Session**

Our curriculum conversation with Middle School faculty takes place at the end of the first semester. This is an opportunity for you to meet our Middle School faculty, hear information about the program, and ask any questions you may have. It is the perfect chance for you to learn about our robust Middle School program.

## **Dragon Dash**

Our popular Dragon Dash fun run will be held in the spring.

## **Teacher Appreciation Days**

These special days are in the spring, when the PA and Room Parents organize efforts to show community appreciation for the work of our faculty and staff throughout the year.

## **Grandparents and Special Friends Day**

This half-day morning event in May is one of the many highlights of the year. Grandparents and special friends from near and far join us. Every student participates in this celebration, which includes special classroom activities and an all-school performance. The morning culminates in the traditional Maypole dance performed by Grade 3 students.

## Student Media Disclosure

In order to portray our program accurately and vibrantly, the School strives to highlight the accomplishments of our students and faculty and staff and to publicize the strength of the program in a variety of media formats. Student media information—including names, photographic images (i.e. portrait, picture, or other reproductions), audio recordings of student voices, video recordings of students, and/or reproductions of student work and likenesses—may be used for educational and/or promotional purposes in print and electronic media. Outlets for publication of student media information may include, but are not limited to, the Green Hedges magazine, *Clippings*; marketing materials; the Green Hedges website; press releases; social media outlets; newsletters; newspapers; and other external media outlets.

Parents/guardians consent to the School's use of student media information each year as a condition of enrollment. Parents/guardians are asked either to opt out in the Communication & Health Form on MyGreenHedges or to notify the School in writing by contacting the Director of Communications if they do not consent to such use of student media information on an annual basis. Unless otherwise notified in writing, the School will assume that parents/guardians consent to the use of student media information. Should the School inadvertently use the name or image of a student for whom it does not have consent, parents/guardians are encouraged to bring this to the attention of the Director of Communications.

# Auxiliary Programs

## **Auxiliary Programs**

For the convenience of our families, Green Hedges offers Extended Day on a daily basis for students in Montessori Age 3 through Grade 8 from 3:30 to 6:00 p.m. This program is billed separately through the Business Office. The Director of Auxiliary Programs oversees Extended Day and other programs outside of the regular school day.

### ***Extended Day***

3:30 P.M. TO 6:00 P.M.

Students may be enrolled for either an up-to-three days or four-to-five days per week option for after-school care. Parents/guardians are required to choose days of the week when signing up. Parents/guardians may request to make changes to these days once per trimester at least two weeks prior to the beginning of the term. Requests will be accepted based on availability in programs. Students will participate in a variety of indoor and outdoor activities, free-choice play, and supervised study. Students provide their own snacks.

Extended Day coverage concludes at 6:00 p.m. Out of respect for staff members, all children must be picked up by this time. The School assesses a late fee of \$5 per five-minute period to families arriving after 6:05 p.m.

In case of an emergency, the Director of Auxiliary Programs can be reached at 703.863.8283.

### ***Drop-In Extended Day***

Drop-in Extended Day is for occasional or short-term use only. Places are available on a first-come-first-served basis. Parents/guardians will be billed monthly for this option.

### ***After-School Activities***

Green Hedges partners with both our teachers and out-of-school vendors to provide a variety of After-School Activities. These are offered on a trimester basis (Fall, Winter, Spring) and include classes for students ages 5 and up. Students may choose to do an After-School Activity in addition to Extended Day. All After-School Activities are handled by the Director of Auxiliary Programs.

## **Camps**

### ***Thanksgiving Break, Winter Break, and Spring Break Camps***

Auxiliary Programs hosts camps during the first two days of Thanksgiving Break and one week of our winter and spring vacations. These camps are open to all grade levels and feature themes with a variety of age-appropriate activities and projects.

### ***Summer Camp***

Summer Camp is designed to meet the physical, emotional, and social needs of children aged 3 to 7. Each of these seven, week-long sessions features daily schedules and special activities that revolve around a theme. Parents/guardians can register their child(ren) for just one week or multiple weeks.

# **Arrival, Dismissal, and School Closings**

## **Arrival, Dismissal, and Traffic Safety Procedures**

Recognizing that student health and safety are of primary concern, Green Hedges has developed the procedures below with this guiding principle in mind.

### ***Pick-Up by Someone Other Than a Parent/Guardian***

Parents/guardians must notify the Main Office in writing or via email by 2:00 p.m. that day if a student is to be picked up by someone other than a parent/guardian or someone authorized through the Communication & Health Form. That individual must be prepared to show a current picture identification card at pick-up.

### ***Traffic Safety***

**The speed limit on campus is 10 mph.**

The use of cell phones and other handheld electronic devices is strictly prohibited while operating a vehicle, including waiting in the carpool line, on the Green Hedges campus.

Members of the faculty, staff, and administration supervise morning and afternoon carpools, with the help of Middle School students, and their directions must be obeyed at all times.

The school driveway is one-way-only at the entrance on Nutley Street. At the request of the Town of Vienna, we ask that vehicles enter the driveway from the northbound lane of Nutley Street. All vehicles must exit the campus onto Windover Avenue.

Parents/guardians of two-year-olds are asked to enter from Windover Avenue, park along the drive next to the Karen Wiechelt Stable, and walk their child to the classroom. Parents/guardians of three- or four-year-olds who plan to walk their child to the designated entrance must park their vehicle in a designated parking space in front of Kilmer Hall.

During dismissal, students in Montessori to Grade 5 must be accompanied by an adult to parked cars. Middle School students may walk unattended to and from their cars.

## ***Morning Carpool***

7:45 to 8:15 A.M.

In the morning, all cars enter campus through our Nutley Street entrance, with the exception of families of two-year-olds, who enter from Windover Avenue. Parents/guardians of two-year-olds are asked to park along the drive next to the Karen Wiechelt Stable and walk their child to the classroom. Two-year-olds should go directly to the classroom upon arrival.

For all others, if your child(ren) arrives between 7:45 and 8:00 a.m., you may park to walk them to the entrance of Kilmer Hall, where they will then go to the library, or pull up in the carpool lane to drop them off. If your child(ren) arrives between 8:00 and 8:15 a.m., please pull up in the carpool lane to drop your child(ren) off. A member of the faculty, staff, and administration or a Middle School student helper will greet you at the carpool lane and help your child(ren) get out of the car and to the sidewalk safely.

The school day starts at 8:15 a.m. Mindful of the importance of an unhurried start to the school day, please make every effort to drop off your child(ren) closer to 8:00 a.m. so that they have a chance to settle in and socialize with friends before class begins.

Students who arrive at school after 8:15 a.m. are considered late and must be signed in by a parent/guardian.

## ***Montessori Half-Day Dismissal (12 Noon)***

Montessori two-year-olds will dismiss in front of the Stable. Parents/guardians should park along the curb in front of the Stable and walk to pick up their child from the classroom.

Montessori Half-Day three- and four-year-old students will dismiss in front of the Stable. Parents/guardians should line up in their cars in front of the Stable, and teachers will bring your child(ren) to your car. Please note that prompt pick-up of students is essential, as teachers have continuing responsibilities with other students.

## ***Afternoon Carpool***

3:00 TO 3:45 P.M.

3:00-3:15 P.M.

*Windover Avenue/Karen Wiechelt Stable Pick-Up*

- Montessori two-year-olds, three-year-olds, and four-year-olds and Kindergarten students, as well as their siblings, in Grades 1-5. Please note that siblings in Grades 1-5 will not be dismissed until 3:15 p.m. Please arrive at that time.

3:15-3:45 P.M.

*Nutley Street/Kilmer Hall Pick-Up*

- Grades 1-5 are dismissed on the Nutley Street side.

3:30-3:45 P.M.

*Nutley Street/Kilmer Hall Pick-Up*

- Middle School students are dismissed on the Nutley Street side no earlier than 3:30 p.m.

## ***Afternoon Carpool Procedures***

Students must remain in their classrooms until their cars arrive and their teachers dismiss them.

- Cars enter the parking lot from Nutley Street or Windover Avenue and proceed to their designated pick-up area, where a faculty member will scan their family's QR code. This QR code, which can be found in MyGreenHedges, is unique to each family and is used to notify a child's teacher of the driver's arrival. All regular carpool drivers should be prepared to present the QR code.
- Afternoon pick-up is supervised by members of the faculty, staff, and administration. They will instruct drivers when it is permissible to move vehicles and let pedestrians know when it is permissible to cross the traffic lanes or enter vehicles.
- Students in Montessori through Grade 5 are escorted to cars by an adult during afternoon pick-up. Middle School students may walk unattended to their cars once given permission from a staff member.
- No vehicles may move until the staff member on duty signals drivers to move.
- Parents must notify the classroom teacher and Main Office in writing or via phone when a student is being picked up by someone other than a parent/guardian or the regular carpool driver.

- Parents/guardians are responsible for picking up their child(ren) promptly. **Children who are not picked up by 3:45 p.m. will be dismissed to Extended Day. If children are not picked up by 4:00 p.m., parents/guardians will be billed for this coverage at the daily drop-in rate.**
- Children may walk or ride their bicycles home from Green Hedges with written parent/guardian approval.

### ***Carpool Procedures for Extended Day***

Extended Day students must be picked up from the Multipurpose Room door on the playground. Extended Day staff will sign out students as they are picked up.

### ***Cancellation/Delayed Opening/Early Closing***

Green Hedges makes decisions regarding the closing of school due to inclement weather independent of Fairfax County Public Schools. If conditions warrant the cancellation of school or a delayed opening, this information will be available through the following avenues by 7:00 a.m.

- Parents/guardians and faculty and staff will receive an “ALERT” via email and text message
- Radio station WTOP (103.5 FM or 820 AM)
- NBC 4
- Facebook and Instagram
- Green Hedges website

As weather and subsequent driving conditions may vary greatly for our families based on geographic location, in all cases, parents/guardians are asked to make their best judgment in determining whether it is safe to transport children during inclement weather.

### ***School Cancellation and Make-Up Days***

The total instructional time at Green Hedges during the course of a year exceeds the minimum requirement mandated by the Commonwealth of Virginia. In the rare instance of excessive inclement weather/emergency cancellations, the School reserves the right to cancel holidays and add make-up days.

### ***Delayed Opening***

If conditions warrant a delayed opening, Green Hedges will open one or two hours late. Drop-off

will begin at 8:45 a.m. (one hour late) or 9:45 a.m. (two hours late), and classes will begin at 9:15 a.m. (one hour late) or 10:15 a.m. (two hours late). Montessori Half-Day students will attend classes for the time remaining in their regular daily schedule and will be dismissed at their regular time.

### ***Early Closing***

While Green Hedges will always seek to remain open until the completion of the school day, certain conditions require an early closure. In these rare instances, the School will notify parents/guardians by publishing this information on the website ([www.greenhedges.org](http://www.greenhedges.org)) and by sending out a notification via email and text message. There will be no Extended Day or After-School Activities when there is an early closing.

Regardless of the School's decision, during times of inclement weather, parents/guardians may use their own discretion in picking up their child(ren).

### ***Parking***

Due to limited parking, we encourage our community members' understanding and patience and expect compliance with all safety regulations. Park only in designated parking spaces. Parking in fire lanes (designated by yellow lines and signs) or near fire hydrants is prohibited by order of the Fairfax County Fire Marshal. As a result, designated fire lanes are under the jurisdiction of local law enforcement. Therefore, vehicles parked in fire lanes are subject to a fine and to being towed.

Please do not park in the spaces in front of Kilmer House marked "Admission Visitors," which are used throughout the day. The parking spaces adjacent to the Science and Native Garden are reserved for maintenance personnel only. Please do not park in these spaces.

For overflow parking, please avoid parking on adjacent streets. In advance of special events, we will provide parking information in an appropriate communication.

### ***Taxi and Rideshare Services***

Parents/guardians should be aware that many taxi and rideshare companies, such as Uber and Lyft, have policies that prohibit transporting unaccompanied minors. The School does not recommend that families use these services for their students, nor will it take responsibility for

calling car services for students. If parents/guardians choose to use a ridesharing service for their children's travel between school and home or other activities, parents/guardians do so at their own risk, and that of their children.

# **Student Health and Safety**

## **Community Health and Safety**

Green Hedges School reserves the right, in its sole and exclusive discretion, to implement any and all policies or procedures it deems necessary to protect the health and safety of the School community. Examples of such policies or procedures may include, but are not necessarily limited to, modifying the method of delivery of its program, restricting or limiting access to campus, and/or requiring additional health screenings or immunizations. Parents/guardians specifically agree to comply with any and all such policies or procedures as the School may implement.

### ***Food***

Students should arrive at school with a healthy snack and water bottle and either bring their lunch from home or participate in the Lunch Program. All children eat snacks and lunch in their designated classroom or outside space. Food and beverages will be consumed only in designated areas and at designated times. There will be no chewing of gum.

### ***Lunch Program***

The School uses a third party, Wholesome Foods, to provide students with meals from local restaurants. Wholesome Foods works with food vendors to provide appealing, child-friendly, nutritious meals. Orders can be made weekly, or up to 60 days in advance, through Wholesome Foods, with a deadline of 1:00 p.m. the day before to order for the following day. Wholesome Foods provides its own website and reminders that are sent directly to parents/guardians. As a note, you may cancel your Wholesome Foods order up until 8:00 a.m. the day of that order.

To minimize disruptions to the school day, we strongly discourage daily lunch deliveries from home or through services such as DoorDash, UberEats, etc. We ask that families make every effort to send lunch with students at the start of the day.

### ***ALLERGIES***

For students with food allergies and/or dietary restrictions:

Parents/guardians must make certain that all food allergies and dietary restrictions are clearly indicated on the student's online Communication & Health Form. In the case of severe allergies, parents/guardians must set up a meeting with the homeroom teacher/advisor before the start of

school to complete and review the student's Green Hedges School's Allergy Plan. Parents/guardians must notify the School in writing of any changes that occur during the school year.

### ***Air Quality***

On days when the Air Quality Index (based on [airnow.gov](http://airnow.gov)) is at an orange level, students will limit their time outdoors. At a red level, the School will follow Fairfax County Public Schools recommendations for outdoor activities. At a level higher than red, the School will make a determination as to whether to open or not.

### ***Health Forms***

Safeguarding the health and well-being of our students is foundational to the essential work we do with them each day. At Green Hedges, we believe that students can only thrive when they are in a safe and healthy environment. That belief is reflected in every aspect of our program and is supported by our adherence to both internal practices and external health regulations.

One critical way we uphold this standard is through strict compliance with the Commonwealth of Virginia's requirements for student health and immunization documentation. Parents/guardians are required to provide the School with accurate and current information regarding their child's physical and emotional health. This information not only helps us comply with state laws, but also ensures we can best support the well-being of all students. Green Hedges is committed to respecting the privacy of each student and family and to maintaining the confidentiality of all medical records.

The Commonwealth of Virginia requires the annual submission of the School Entrance Health Form for each student. This form, which must be completed and signed by your child(ren)'s physician, includes a comprehensive physical examination and an up-to-date record of immunizations. In some cases, a Medication Authorization Form may also be required. Students may not attend school or participate in school activities unless all required forms are submitted and current. We strongly encourage families to begin this process as early as possible, in anticipation of either the start of the school year or the expiration of a child's School Entrance Health Form during the school year.

The deadline to submit the completed School Entrance Health Form is Friday, August 15. Completed and signed forms may be mailed to Green Hedges or scanned and emailed to Registrar Wanda Green at [wgreen@greenhedges.org](mailto:wgreen@greenhedges.org). For the form to be valid for the 2025–2026 school year, it must be signed by your child's physician and dated during or after October 2024. Families whose children's physical exams or immunizations expire during the school year must submit updated forms prior to expiration. Failure to do so will result in the student being unable to attend school or participate in school activities until valid documentation is received.

In addition, while not required, we strongly recommend that all students receive a flu vaccination and stay current with their COVID-19 vaccinations. We deeply appreciate your partnership in fulfilling these requirements and recommendations as we work together to ensure the health and safety of every member of our school community.

### ***Lice Policy***

Cases of head lice are not uncommon in a school environment. Anyone can get head lice, principally through direct head-to-head contact but also from sharing hats, brushes, and other personal items. Head lice do not reflect poor hygiene or social status. Lice infestation is much easier to treat if caught early. Please do your part to prevent the spread of this communicable condition by checking your child(ren) daily for the next few weeks and on a regular basis thereafter. No student with head lice may attend school. The student may return to school once they have undergone proper treatment and a manual check/combing by the parent/guardian confirms that all lice and nits have been killed.

### ***Medication While at School***

Parents/guardians are expected to attend to their children's medication needs outside of school whenever possible. If it is necessary for a student to take medication while at school, the parent/guardian must deliver the medication to the Registrar with a completed Medication Authorization Form (distributed over the summer and available online in the Green Hedges website's Parent Portal). Under no circumstances may a student keep possession of medication of any kind in a backpack or stored in a locker, unless it is an emergency medication, as further discussed below.

Medication must be provided in the original container clearly identifying the student, the medication, and the date of delivery. The Medication Authorization Form must be signed by a parent or legal guardian and the prescribing physician.

Medication will be kept, with a dispensing log, in a locked area in the Registrar's office. The Registrar will log each administration of medication. Parents/guardians are responsible for making certain that the medications kept at school are routinely stocked and within the expiration date. All medications will be returned to the parents/guardians at the end of the school year.

Students who suffer from diabetes or asthma or who are highly allergic may only carry insulin, inhalers, or EpiPens with them after the age of 12 and provided that written permission is on file with the Registrar and homeroom teacher. The permission form must be signed by a parent/guardian and the prescribing physician and indicate that the student is able to determine one's need to use insulin, an inhaler, or an EpiPen.

### ***Immunization***

The School requires all students to provide proof of up-to-date immunizations in accordance with Virginia law, regardless of the student's state of residence. Students who do not provide proof of up-to-date immunizations may be barred from attending School and participating in any school-related activities. The School reserves the right, in its sole discretion, to require that students obtain additional vaccinations to attend in-person classes to protect the health and safety of the School community. Parents agree to comply with the School's policy regarding required immunizations and possible exemptions and provide the School with required health records and documentation.

### ***Emergencies***

The School will attempt to contact parents/guardians regarding serious illness or injury, but in circumstances that warrant immediate attention or when the School is unable to reach the parents/guardians or designated emergency contacts, the School will determine appropriate management. In the event of a serious emergency, the School will call an ambulance to transport the student to a hospital emergency room.

## ***School Policy Regarding Common Infectious Childhood Illnesses***

Parents/guardians must inform the School of all contagious conditions affecting their child(ren). Students with highly contagious viruses such as COVID, a strep infection, chicken pox, or conjunctivitis, as well as lice and fifth disease, may not attend school.

A student expressing physical discomfort at home must not come to school. If a student becomes ill at school, a parent/guardian or other designated person will be contacted to take the student home. A child with a fever, defined by Fairfax County as a temperature greater than 100.4 degrees Fahrenheit, must not attend school until the child is fever-free, unmedicated, for 24 hours. A child with vomiting or diarrhea may also not attend school for a period of 24 hours after vomiting or diarrhea ceases. A student with pink eye must stay home until there is no discharge. Should the School see redness or discharge, the student may be sent home.

When appropriate, the School will disseminate information to students and families regarding campus health and safety issues through regular internal communication channels. For example, the School may provide families with information about the nature and spread of communicable illnesses, including symptoms and signs to watch for, as well as required steps to be taken in the event of an epidemic or outbreak. We encourage all parents/guardians to contact medical professionals with any questions or concerns about communicable illnesses or immunization issues.

## ***Special Medical Concerns (Allergies, Medications, Special Diets)***

Green Hedges updates files and prepares a list of students with allergies, special medications, special diets, and other emergency information at the outset of each year. The list is distributed to each teacher and the Director of Auxiliary Programs. It is imperative that this information be up-to-date and accurate. The Communication & Health Form is kept on file. Parents/guardians must update their child's health and emergency contact information if it changes during the year.

## ***Visitors and Parents/Guardians on Campus***

For safety and security reasons, parents/guardians and visitors must check in at the Main Office. The doors to school buildings remain locked after 8:15 a.m. each morning; thus, doors will have to be electronically opened for parents/guardians and visitors to enter. During the course of a normal school day, parents/guardians should call ahead to the Main Office if they

must come to campus. Parents/guardians who deliver items, including lunch or snack, to their child(ren) during the school day should leave those items, marked with the child's name, in the Main Office.

### ***Background Checks***

Green Hedges conducts regular background checks on all current and prospective faculty and staff. The School similarly requires any volunteer who will work independently with students to undergo the same fingerprinting and background check. For example, tutoring a student one-on-one requires a background check.

### ***Staying at School During Non-School Hours***

Under no circumstances may children be left unattended on the campus after school hours, including during evening meetings and weekend activities. Students who remain on campus after 3:45 p.m. must be enrolled in Extended Day or be under the direct supervision of a staff member. Students who remain on campus after 3:45 p.m. and who are not enrolled in one of the After-School Activities will go to Extended Day and parents/guardians will be charged based on Extended Day drop-in rates.

# **Family Information and Communications**

## **Facilities**

The Green Hedges campus, which comprises 4.75 acres bordered by Nutley Street, Lewis Street, and Windover Avenue, includes four buildings.

### ***Kilmer Hall***

The primary building, named in honor of Frances Kilmer, the School's co-founder and first Head of School, houses the Main Office, Multipurpose Room, classrooms, science lab, and library. Offices for the Head of School, Registrar, and Head of Middle School are also located here.

### ***Kilmer House***

The former residence of Frances and Kenton Kilmer, the School's founders, houses the Assistant Head of School's office, Admissions, the faculty workroom, and a parlor meeting space on the first floor. The Business, Philanthropy, and Communications offices are located on the second floor.

### ***Grace Hecker Rice Arts Center***

This building houses the Biggs Art Studio, the Daly Memorial Gallery, and two additional classrooms.

### ***Karen Wiechelt Stable***

Sitting on the site of the original pole barn stable, the Karen Wiechelt Stable houses four classrooms. There is also a flexible learning space on each floor.

### ***Parent/Guardian Comportment and Support for School Policies***

We believe that a positive relationship between the School and a student's parents/guardians is essential to that student's school success and the fulfillment of the Green Hedges mission. We also believe that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved. Green Hedges may dismiss a student whose parent, guardian, family member, or other adult involved with the School by virtue of their relationship with the student fails to comply with policies or procedures of the School; engages in conduct, either on or off the School's property, that could undermine the authority of the School's administration; and/or otherwise behaves in a manner that is unbecoming of a member

of the Green Hedges community. The School may refuse reenrollment of a student if the School believes the actions of a parent/guardian on or off the School's property make a positive, constructive relationship impossible or otherwise may interfere with the School's ability to accomplish its mission and/or educational goals.

### ***Financial Matters***

As an independent school, Green Hedges relies on tuition as its primary source of operating revenue. Accordingly, timely tuition payment is essential to operate efficiently and is a contractual obligation. Green Hedges has a track record of strong financial management. The Director of Finance & Operations is charged with managing the School's financial matters under the supervision of the Head of School.

Consistent with standard practices and with the school's Enrollment Contract, Green Hedges requires that any delinquent portion of tuition must be paid in order for a student to attend classes or receive a reenrollment contract for the following academic year.

As outlined in the Enrollment Contract, Green Hedges requires full-year tuition payment for all students, regardless of whether the student is withdrawn, dismissed, or otherwise ceases to attend for all or a portion of the school year.

Because the School relies upon tuition income to deliver its programs, prompt payment is essential. A late fee of \$40 per month will be assessed on all overdue accounts. This fee will be assessed via Blackbaud Tuition Management.

### ***Insurance and Student Billing***

Green Hedges students are covered by accident insurance for the treatment of injuries incurred while at school or during school-sponsored events. This insurance is secondary to the student's primary health insurance. Additional information regarding benefits and claim forms is available from the Business Office. Student accident insurance claims must be made within 30 days of the accident.

### ***Supplies***

Green Hedges provides all school supplies at the start of each school year, with the exception of band woodwind and brass instruments and sports attire for Middle School athletic practices. Any exceptions to this rule will be communicated by the teacher.

### ***Lost and Found***

Please put your child's name on lunch boxes, backpacks, water bottles, and all clothing items. The School tries its best to provide periodic opportunities for parents/guardians and students to find lost items by bringing them outside during morning and afternoon pickup.

### ***Current Family Contact Information***

Parents/guardians are expected to keep the School informed of contact information for emergency situations and must keep the School informed of any changes to that contact information.

### ***Multiple Households***

The School does not seek to become involved in parental disputes. However, in order for the School to communicate most effectively with parents/guardians and support each student, teachers and administrators must be aware of any court-ordered guidelines regarding primary households, visitations, picking up a student from school, parent/guardian involvement in field trips, or other similar issues. Unless otherwise specified, each parent/guardian for whom the School has current contact information will have access to the student's report card as well as other informational mailings and electronic communications during the year.

### ***Custody Orders***

It is also the parents'/guardians' responsibility to inform the School of any living, custody, or financial arrangements that may affect the student's enrollment or experience at school. Custody orders or settlement agreements must be provided to the Director of Finance & Operations. While Green Hedges endeavors to comply with court-ordered living, custody, and financial arrangements to minimize disruption to students' educational experiences, we cannot do so without clear communication of any legal documents. Unless otherwise specified, each parent/guardian for whom the School has current contact information will have access to the

student's report card as well as other informational mailings and electronic communications during the year.

### ***Parent-to-Parent Expectations***

The Green Hedges parent/guardian community is shaped by shared goals, principles, and educational values. We celebrate our varied backgrounds and perspectives while recognizing that we come together around certain themes, goals, traditions, and expectations. Green Hedges parents/guardians must be aware of their obligation and responsibility to preserve and protect the community. Every parent/guardian must embrace the responsibility for self, the responsibility for self in the context of community, and the responsibility for the community at large.

### ***Parent/Guardian Directory***

The Parent/Guardian Directory, available online on the password-protected School portal, MyGreenHedges, includes family addresses and phone numbers, parent/guardian emails and cell phone numbers, faculty and staff emails and school phone numbers, and class lists. The school will also provide each family with a printed Parent/Guardian Directory that includes family addresses, phone numbers, emails and class lists.

The Directory information is for the sole use of the Green Hedges community for School-related matters and may not be used for commercial, political, fundraising, or other non-School-related purposes.

### ***Appropriate Interactions Between Students, Parents, and Employees***

Green Hedges expects its employees to demonstrate a high level of professionalism in all situations and interactions and to show respect, courtesy, and consideration toward students and their families, colleagues, and neighbors. Employees are expected to be mindful of the fact that they either actually, or may be perceived to, occupy positions of authority over students and, to that end, demonstrate good judgment in their actions and interactions with students and their families. At the same time, Green Hedges families are expected to interact with employees in a positive, collaborative, and constructive manner, in furtherance of the School's support of their child(ren).

The purpose of this policy is to establish a common set of expectations for communications and interactions between and among Green Hedges employees, students, and their families; to establish a shared understanding among the community; and to promote a culture of safety and security. In the same manner that employees are expected to adhere to certain guidelines regarding their communications and interactions, families are asked to demonstrate respect for the expectations, and limitations, that the School has established for its employees in their communications and interactions.

### ***Communications with Students and Their Families***

Green Hedges students and faculty, staff, and administrators should communicate with one another only through school-sponsored and approved modes of communication, such as their Green Hedges-issued email. As needed, individual check-ins between a student and teacher or other member of the faculty, staff, and administration (learning specialist or advisor, for example) may take place by Green Hedges-issued phone call/Zoom or Green Hedges-issued email.

Similarly, parents/guardians are asked to direct all their communications to an employee's Green Hedges-issued email. Please do not communicate with Green Hedges employees via their personal email addresses and/or cell phones.

Employees are prohibited from connecting with students via social media (i.e. Facebook, Instagram, Twitter, TikTok, and other such similar social media accounts) or otherwise using social media platforms to communicate with students and their families. Similarly, and to preserve this boundary, students and their families are expected to refrain from using social media to connect with or communicate with teachers.

### ***Tutoring***

Teachers at all levels routinely provide extra support to students as needed; the expectation is that the classroom teacher is the first line of support. Students are encouraged to meet with teachers to ask questions, revise work, or retake tests. Teachers often meet with students before or after school. There are instances, however, when students need more extensive individual help than can reasonably be offered by classroom teachers. In these cases, the School may recommend tutoring.

Absent special circumstances and prior approval, as determined at the discretion of the Head of School, Green Hedges teachers are not permitted to tutor any student currently enrolled in their class. In support of this policy, parents/guardians may direct questions regarding potential tutoring to their child's teacher, their division's learning specialist, or the Assistant Head of School.

Conversations about the need for student tutoring appropriately often originate in on-going conversations with your child's teacher. When such a conversation begins with the child's classroom teacher, the teacher will refer the parents/guardians to the learning specialist and/or the Assistant Head of School for recommendations.

### ***Other Services to Families***

Employees are expected to avoid any situation that may involve a conflict of interest between their personal interests and the interests of Green Hedges. To that end, employees are not permitted to provide any other services to any student or the parent/guardian of any student, whether on a volunteer basis or for compensation, including services such as baby- or house-sitting, or providing other services to families that are separate from their employment with the School. Parents/guardians are asked to support the School in this policy and to avoid requesting that Green Hedges employees serve as baby- or house-sitters or perform other services for them.

### ***Transportation of Students by Employees***

Green Hedges employees are not permitted to provide transportation in their own personal vehicles to students in the school to whom they are not related. Families are asked to support the School and its employees in this policy and refrain from requesting that employees provide transportation for their child(ren) to and from school and school-related activities.

### ***Gift-Giving***

Consistent with the School's commitment to avoiding conflicts of interest, employees are not permitted to provide gifts, regardless of the value, to individual students in their class. In that same vein, employees are not permitted to accept any gift, loan, or any item of substantial monetary value from any parent/guardian, student, or other member of the school community.

Classwide gifts to recognize employees' contributions at the end of the year are coordinated by the parent representatives.

## **Green Hedges Communications**

We strive to keep parents/guardians current on school-related information through a variety of communication vehicles. Most of our communication efforts are sent electronically. Visit MyGreenHedges and WAAG for the most up-to-date information on school news, calendar dates, events, and athletics.

### ***Week At a Glance (WAAG)***

Better known as WAAG, our weekly newsletter is sent to all family email addresses on file. It is our primary means of communication for current school information. All parents/guardians should read WAAG on a weekly basis to stay informed.

### ***MYGreenHedges Learning Management System***

MyGreenHedges is a password-protected portal where faculty and staff, parents/guardians, and students can access classroom pages, homework assignments, and more. It is accessible on the Green Hedges website via a "MyGreenHedgesSchool" link in the Parent Portal in the top right corner. Any technical questions can be directed to the Technology Director at [help@greenhedges.org](mailto:help@greenhedges.org). Training will be provided to parents/guardians in the fall on the various features included in MyGreenHedges.

### ***Emergency Alert***

An alert message will be sent to parents/guardians and faculty via email, text message, and voicemail in cases of school closings, weather cancellations, or other time-sensitive situations.

### ***Clippings***

The school magazine, produced in collaboration across school offices, is sent to all members of the Green Hedges community once yearly.

### ***Social Media***

Follow Green Hedges School on a variety of social media platforms including Facebook, Instagram, and Vimeo.

## **The Green Hedges Fund**

The Green Hedges Fund provides the primary vehicle, beyond tuition, for Green Hedges parents/guardians, past and present; alumni; faculty, staff, and administrators; and extended families and friends to contribute annually to fund programs and materials that make the difference between what is excellent and what is extraordinary about the Green Hedges experience. At a small school, every gift makes a real difference. All families are invited to partner with us financially at a level that suits their financial capabilities.

### ***Office of Philanthropy***

The Office of Philanthropy, headed by the Director of Philanthropy, works with all members of the community to advance the institutional priorities of the School and help provide for its financial sustainability. The Office of Philanthropy directly supports the important initiatives set forth by the Board of Trustees and Parent Association and serves as the liaison for special events.

Fundraising efforts include: The Green Hedges Fund, Capital Campaigns, Planned Giving, Foundation Grants, Corporate Contributions, and Matching Gifts.

Please contact the Office of Philanthropy to learn about volunteer opportunities and our fundraising programs.

## Whom to Ask

The faculty, staff, and administration are always happy to assist with questions that arise throughout the year. Below is a list of points of contact for your reference. It is best to make an initial contact with faculty and staff via email (all school email addresses follow the same formatting of first initial, last name@greenhedges.org. For example John Smith = jsmith@greenhedges.org) or by leaving a message with the Registrar at 703.938.8323. Faculty and staff will respond to your message within 24 hours, ensuring the least disruption to the students and the lessons of the day.

### FOR QUESTIONS ABOUT:

ACADEMICS	Interim Assistant Head of School & Middle School Head Aaron Cahn <a href="mailto:acahn@greenhedges.org">acahn@greenhedges.org</a>
Academic Program	Assistant Head of School
Academic Progress Reports	Assistant Head of School
Attendance	Assistant Head of School
Counseling/Family Matters	School Counselor Sabine Bergwall Ext. 250 or <a href="mailto:sbergwall@greenhedges.org">sbergwall@greenhedges.org</a>
Discipline	Teacher/Assistant Head of School
Testing	Assistant Head of School/Learning Specialists Meghan Rogers, Ext. 238 or <a href="mailto:mrogers@greenhedges.org">mrogers@greenhedges.org</a> Aaron Cahn, Ext. 239 or <a href="mailto:acahn@greenhedges.org">acahn@greenhedges.org</a>
ADMISSIONS/ENROLLMENT	Director of Admission Katherine Vazquez Ext. 228 or <a href="mailto:kvazquez@greenhedges.org">kvazquez@greenhedges.org</a>
Communication Form	Registrar Wanda Green 703-938-8323 <a href="mailto:wgreen@greenhedges.org">wgreen@greenhedges.org</a>
Emergency Contact Forms	Registrar
Health Forms	Director of Admission or Registrar
Financial Aid	Director of Admission or Business Office
Transcripts/Records Request	Registrar
After-School Activities	Director of Extended Day & Auxiliary Programs Ashlea Howard 703.863.8283 or <a href="mailto:ahoward@greenhedges.org">ahoward@greenhedges.org</a>
Extended Day (3:30-6:00 p.m.)	Director of Extended Day & Auxiliary Programs
CLOSINGS/DELAYS	703.938.8323 or <a href="mailto:wgreen@greenhedges.org">wgreen@greenhedges.org</a>

ATHLETICS	Athletics Coordinator Rendell Williams Ext. 234 or <a href="mailto:rwilliams@greenhedges.org">rwilliams@greenhedges.org</a>
Game Schedule	Athletics Coordinator
BUSINESS OFFICE	Director of Finance & Operations Ext. 231 or <a href="mailto:tnguyen@greenhedges.org">tnguyen@greenhedges.org</a>
Tuition/Billing	Business Office Assistant Siri Khalsa Ext. 246 or <a href="mailto:skhalsa@greenhedges.org">skhalsa@greenhedges.org</a>
CALENDAR/DIRECTORY	Registrar Wanda Green 703.938.8323 or <a href="mailto:wgreen@greenhedges.org">wgreen@greenhedges.org</a>
Calendar Directory Updates	Registrar or Director of Communications & Marketing Registrar or MyGreenHedges
COMMUNICATIONS OFFICE	Director of Communications & Marketing Reka Keller Ext. 229 or <a href="mailto:rkeller@greenhedges.org">rkeller@greenhedges.org</a>
<i>Clippings</i> (school magazine) Website <i>Week-at-a-Glance</i> Social Media	Director of Communications & Marketing Director of Communications & Marketing Director of Communications & Marketing Director of Communications & Marketing
OFFICE OF PHILANTHROPY	Director of the Office of Philanthropy Lisa Gibb Ext. 232 or <a href="mailto:lgibb@greenhedges.org">lgibb@greenhedges.org</a>
Events Fundraising Green Hedges Fund Parent Association Volunteer Opportunities	Office of Philanthropy Office of Philanthropy Office of Philanthropy Office of Philanthropy Office of Philanthropy
MAINTENANCE AND FACILITIES	Director of Finance & Operations Ext. 231 or <a href="mailto:tnguyen@greenhedges.org">tnguyen@greenhedges.org</a>
Room Usage and Rental	Director of Finance & Operations Ext. 231 or <a href="mailto:tnguyen@greenhedges.org">tnguyen@greenhedges.org</a>
TECHNOLOGY	I.T. Director Carl Hutzler <a href="mailto:help@greenhedges.org">help@greenhedges.org</a>

## **Contacting Green Hedges School**

### **MAILING ADDRESS**

415 Windover Avenue, NW  
Vienna, VA 22180

**PHONE** 703.938.8323

**EXTENDED DAY PHONE** 703.863.8283

**WEBSITE** [www.greenhedges.org](http://www.greenhedges.org)

### **SCHOOL HOURS**

Office hours are 7:45 a.m. to 4:00 p.m.

Morning carpool: 7:45 a.m. to 8:15 a.m.

Afternoon carpool:

3:00 - 3:15 p.m. - Montessori

3:15 - 3:30 p.m. - Lower School

3:30 - 3:45 p.m. - Middle School

### **MONTESSORI HALF-DAY**

8:15 a.m. to 12:00 p.m.

### **MONTESSORI FULL-DAY & KINDERGARTEN**

8:15 a.m. to 3:00 p.m.

### **LOWER SCHOOL**

8:15 a.m. to 3:15 p.m.

### **MIDDLE SCHOOL**

8:15 a.m. to 3:30 p.m.